



Your partner for
a low carbon future

Completing your Public Sector Decarbonisation Scheme (PSDS) project

3 February 2022



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Welcome - format

- The slides used in this webinar will be made available to attendees and other relevant Salix Finance clients via the Salix Finance website.
- These slides will be supported by an FAQ document and other published details (see links at the end of the presentation).
- This presentation is for all public bodies funded through PSDS Phase 1 - Section 98 (*i.e.* draw down grant on evidence of need basis).
- Questions – please note down questions in the chat and we will answer these at the end as well as accepting verbal questions from the audience.



Welcome - introductions

- The Salix team on the webinar today:
 - Jake Helliwell – Programme Co-ordinator
 - Heather Jones – Programme Manager
 - Ed Clark – Programme Manager
 - Beth Williams - Senior Programme Manager
 - Simon Pettett – Assistant Director of Programmes
 - Hannah Walker - Senior Communications and PR Manager



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Forecasting, payments and evidencing spend



Forecasting

- **Friday 25 February – Schedule 3**
 - Updated Schedule 3 payment profile required
 - This should only include costs expected to be incurred by 31 March 2022
 - Clearly state any forecast underspend
- **Friday 25 March – Schedule 3**
 - Updated Schedule 3 payment profile required
 - This should only include costs expected to be incurred by 31 March 2022
 - Clearly state any forecast underspend
- **Friday 25 March – Additional requirement**
 - **Previously communicated as 8 April 2022, note revised earlier date**
 - A final estimate of the remaining spend you expect to claim for based on the works completed by 31 March 2022.
 - Year-end costs estimate, updated version of the *Statement of Expenditure*

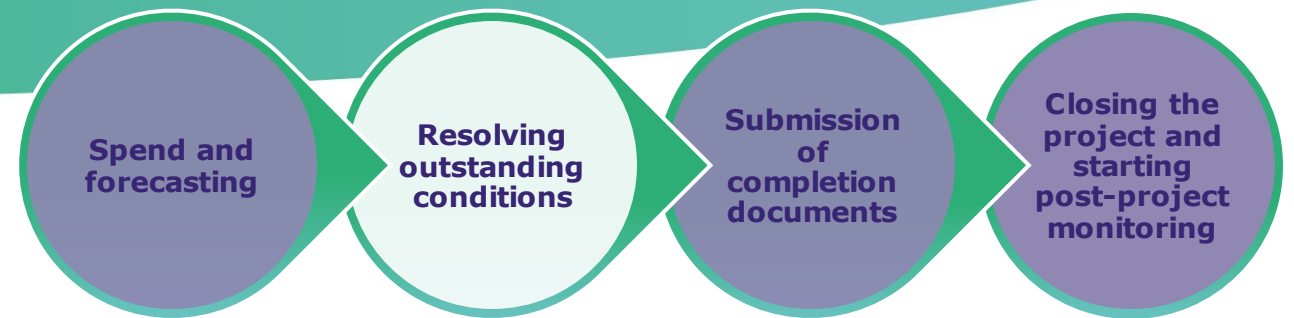
Payment

- **Thursday 14 April**
 - Final date to submit payment requests
 - Must be accompanied by all supporting evidence, for costs which have been incurred by 31 March 2022.
 - If you cannot meet this deadline, you must contact your relationship manager as the earliest possible opportunity to agree an extension.
 - All invoices and any other supporting evidence must clearly show when the works were undertaken.

Evidencing Spend

- All grant spending must be for works that take place on or before **31 March 2022**. Salix Finance cannot fund any works that take place after this date.
- All invoices and any other supporting evidence must clearly show when the works were undertaken.
- Evidence dated after the 31 March 2022 will only be accepted if it states the works were completed by 31 March 2022.
- *Location, Technology, Type of Expense, Dates of Work*
- *e.g. 'Head Office Heat Pump – Contractor fees for 01/03/22 to 31/03/22'*

Resolving conditions



Where can conditions be found?

Page 15 of your original Grant Offer Letter under Schedule 2



Schedule 2 : Specific Conditions

Due to pre-tender stage of the business case, the following will need to be provided prior to providing the initial payment as per Schedule 3:

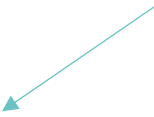
- Further evidence of building investigations and site surveys to support feasibility - These should inform the energy saving calculations and methodology used in the application form.
- Project programme - Confirmation of project programme once contract awarded. Any updates to the programme can be confirmed through monthly reporting.
- Energy saving calculations - Proposed savings must be communicated once contract awarded and final product/s selected. Salix will require detailed savings through spreadsheets/modelling.
- Carbon Cost - Final estimated costs of carbon must be communicated once contract is awarded.
- Material - Data sheets for chosen technologies.
- Costs - Full cost breakdown to be provided for each intervention in which the initial payment will cover (Group 1, as per Schedule 3).

The reasons for your project extension request are:

1. Delays in the supply chain and long lead times for battery storage system, solar PV and heat pumps
2. Members of installation teams being required to self-isolate which has impacted on project delivery
3. Identification of asbestos in plantrooms.

The approval is subject to the following additional Schedule 2 conditions:

Condition 1: Confirm that the contract for the BMS and AMR upgrades has been awarded by 31st October.



If you submitted a change request after the original application any further conditions will be listed in subsequent Grant Amendment Letters



The standard conditions – what is required?

- Experience and Governance – contractor details to be provided for each measure along with examples of their experience with similar projects of this type and scope. Please also detail whether your organisation has an existing relationship with the contractor. This can be provided in email format.
- Firm Pricing – evidence of prices for each measure broken down into design, equipment and installation costs. Explanation of how evidence translates to costs listed on Support Tool.
- Data Sheets – manufacturer brochure showing specifications of equipment installed.
- HDPs - we will complete quality assurance check on all HDPs and for those that don't meet the expected standard we will feedback on the areas requiring improvement. QA guidance will be published on Salix's website.
- If in doubt, please contact your Salix Finance relationship manager.



Fulfilling outstanding conditions

- Projects cannot complete until all outstanding conditions are resolved.
- When providing evidence please label it as clearly as possible to support the assessment of those conditions.
- Should you have any questions or concerns about resolving conditions, your Salix Finance relationship manager is there to support.
- A conditions guidance document is available on the Salix website (see links at the end of the presentation).



The completions process



Completions process overview

1. Client informs Salix Finance project is nearing completion

2. Salix Finance will confirm all conditions have been met and any outstanding works

3. Client submits final documentation to Salix Finance

4. Salix Finance validates information and documentation

5. Post-completion monitoring begins



1. Client informs Salix project is nearing completion

- When the project is nearing completion it is important to prepare for the completions process by:
 - Confirming if there is any change in scope from the current, Salix-approved, works.
 - Identifying if there will be any retention and, if so, the value and payment date.
 - Gathering the information together for any outstanding conditions (from your original Grant Offer Letter and any subsequent Grant Amendment Letters).
 - Gathering all the final invoices for your project and preparing your contractors to invoice promptly after the completion of final PSDS-funded works.
- If you are providing your own funding to complete the project after the deadline, has your Authorising Official written to Salix Finance to confirm that this funding is in place? If not, please ensure this confirmation is provided promptly.

2. Salix will confirm all conditions have been met and any outstanding works

- Your Salix Finance relationship manager will be on hand to guide you through the process.
- It is important that wherever possible you highlight any potential delays to your relationship manager as soon as possible.
- Resolving outstanding conditions in advance as well as providing as much evidence for payment (invoices, contracts etc) as possible before starting the completions process will make it simpler and quicker to complete.



3. Client submits final documentation to Salix

- The documents required by Salix Finance to close your project are:
 - Statement of Expenditure for all PSDS work supported by invoices (note: evidence should only be for PSDS-funded work, match-funded elements should be excluded/highlighted).
 - Any information required to close out any remaining conditions from your Grant Offer Letter/Grant Amendment Letter.
 - Completion certificates for all sites/works.
 - A final monthly monitoring report.
 - Photographic evidence of the work.
 - Contractor company names and contact information forms – request template from Salix.
 - Final buildings and technologies data – request template from Salix Finance.
 - Signed confirmation of final value letter – please request this from your relationship manager.
 - If remaining work is being funded from other sources then a letter from the Authorising Official confirming that this funding has been allocated to the project.
 - If there have been any final scope changes, an updated Application Form and supporting calculations should also be provided.



4. Validation of documentation and information

- Your relationship manager will review all the information provided.
- Should you receive a request for additional information, please respond as quickly as possible and inform your relationship manager if there is a delay in getting this information back to Salix Finance.
- Your relationship manager will confirm to you when we have received all the required information from you.
- When all information received has been validated, we will send a letter confirming the final grant value and that your project has been closed.



5. Post-completion monitoring begins

- Once all the required information has been received and validated, we will send a post-completion letter.
- This letter will detail the steps to take and the information required for the post-project monitoring.
- You will continue to have a Salix Finance relationship manager during the monitoring period who will be on hand to support you with any queries you may have.
- Please support us by submitting your monitoring report in a timely manner.



Post-project monitoring and evaluation



Post-project monitoring process overview

1. Your relationship manager will email you with a reminder

2. You complete and return your monitoring and evaluation report

3. Salix's technical team will review the report

4. Salix Finance will confirm when your report has been approved



Annual monitoring reports

- Your monitoring and evaluation report should be returned annually for three years following project completion - the first report is due on the anniversary of the date of practical project completion.
- The first year's report should include the retention value paid to contractors supported by invoices and a Statement of Expenditure which will be checked against the retention value declared at project completion.
- Salix Finance will complete a technical assessment of your report, resolving any issues in partnership with you.
- Once the reports are approved by the Salix technical team, the relationship manager is notified, and a confirmation letter of approval will be sent.
- At the end of the three years your relationship manager will send you confirmation of formal project closure.



Q&A session



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Thank you

Email: info@salixfinance.co.uk

Call: 020 4542 6439

Your relationship manager is also on hand to support with any queries you may have on the completions process for your project.



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Finding more information



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Links to further information

- Change request form – [here](#)
- HDP QA guidance – [here](#)
- Monthly monitoring report template – [here](#)
- PSDS conditions guidance - [here](#)

